

**PROCEDURES FOR THE TRANSFER OF  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

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Office of Community Planning and Development  
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The documents listed below provide instructions on completing the transfer of program income from the Neighborhood Stabilization Program (NSP) as authorized by the [Notice of the Neighborhood Stabilization Program: Changes to Closeout Requirements related to Program Income \(Program Income Notice\)](#) published June 14, 2016 (FR 5933-N-01). In addition to this instruction manual, HUD has published [Frequently Asked Questions Regarding the Transfer of NSP Program Income](#) to address the policy considerations related to completing the transfer.

1. Procedures for the Transfer of NSP Program Income
  - SECTION I. Disaster Recovery Grant Reporting (DRGR) System
  - SECTION II. Integrated Disbursement Information (IDIS) System
2. Request for HUD Authorization to Transfer NSP Program Income

Templates available at

<https://www.hudexchange.info/resource/5122/neighborhood-stabilization-program-program-income-transfer-instructions/>.

**PROCEDURES FOR THE TRANSFER OF  
NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

**SUMMARY OF ACTIONS**

**SECTION I. DISASTER RECOVERY GRANT REPORTING SYSTEM (DRGR) PROCEDURES**

- 1. RECONCILE PROGRAM INCOME**
- 2. REQUEST TRANSFER FROM FIELD OFFICE**
- 3. CANCEL DRGR PROGRAM INCOME RECEIPTS**
  - a. Determine the amount of program income receipts that must be cancelled in DRGR
  - b. Check program income account balances
  - c. Determine which program income receipts should be cancelled
  - d. Cancel program income receipts

**SECTION II. INTEGRATED DISBURSEMENT INFORMATION SYSTEM (IDIS) PROCEDURES**

- 1. ACCESS THE RECEIPT FUNCTIONS**
- 2. ADD RECEIPTS**
- 3. ADD FORMULA GRANT RECEIPT SCREEN**
- 4. EDIT/VIEW RECEIPTS**
- 5. EDIT RECEIPT SCREEN**
- 6. VIEW RECEIPT ACCOUNTS**

## **PROCEDURES FOR THE TRANSFER OF NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROGRAM INCOME**

This document describes the procedures for transferring program income from the NSP program to the Community Development Block Grant (CDBG) program as authorized by the Notice of Neighborhood Stabilization Program; Changes to Closeout Requirements Related to Program Income (Program Income Notice) published June 14, 2016 at 81 Federal Register 38730. Specifically, guidance is provided to transfer program income generated under the NSP program from the Disaster Recovery Grant Reporting (DRGR) system to the Integrated Disbursement Information (IDIS) system. Section I of this document describes the procedures for canceling receipted NSP program income from DRGR. Section II focuses on the process of receipting NSP program income to IDIS. NSP as used in this document refers to grantees receiving grants under any of the three rounds of NSP funding including NSP1, NSP2, and NSP3.

### **SECTION I.** Disaster Recovery Grant Reporting (DRGR) System Procedures

#### **1. RECONCILE PROGRAM INCOME**

Grantees will reconcile program income balances before the local HUD Field Office approves a request to transfer NSP program income to the CDBG program. The first step is to review NSP program income receipts and drawdowns in DRGR using DRGR MicroStrategy Report **Fin Rept 07b: Cumulative Data – Activity Level**, to ensure that program income receipts and drawdowns recorded in DRGR reconcile with corresponding internal financial records. Grantees are not required to receipt program income in DRGR that is on-hand but not yet receipted in DRGR if the grantee intends to transfer the un-receipted program income to the CDBG program.

#### **2. REQUEST TRANSFER FROM FIELD OFFICE**

Once the grantee has reconciled its NSP program income receipts and drawdowns in DRGR with corresponding internal financial records, the grantee will submit a written request ([see templates](#)) to the local Field Office for the transfer of NSP program income to its CDBG program. This request is to include the following:

- A. Grant number, specific appropriation, and activity number(s) associated with the NSP activity (ies) that generated the program income;
- B. Amount of available NSP program income, including:
  - The amount of program income receipted and drawn in DRGR and the remaining DRGR program income balance; and
  - The amount of program income that has not been receipted in DRGR;

- C. Amount of NSP program income transfer request. Note: only program income on-hand (receipted and not receipted) at the time of the request may be transferred;
- D. A copy of the NSP program income reconciliation record (e.g. Excel spreadsheet);
- E. A statement that DRGR agrees with the grantee's internal financial records less any NSP program income on-hand that has yet to be receipted in DRGR; and
- F. An analysis of the LH25 set-aside and administrative caps to demonstrate compliance with the requirements, including:
  - A minimum of 25% of program funds and NSP program income must be used to benefit low-income individuals or households (incomes of 50% AMI or less); and up to 10% of program funds and NSP program income may be used for administrative purposes.
  - Compliance with the LH25 set-aside and administrative cap should be performed **AFTER** subtracting the NSP program income that is proposed to transfer to the CDBG program.

Following Field Office review and approval, the grantee must scan and upload HUD's written response to the Administrative Activity in the DRGR Action Plan module as documentation of authorization. In addition, the grantee must note in its current Quarterly Performance Report (QPR): 1) HUD's approval, 2) date of approval, 3) the amount of NSP program income approved for transfer and, 4) the activity number(s) associated with the NSP activity (ies) that generated the program income in the Overall Narrative Section of the QPR. The NSP program income transfer is to be completed promptly after the date of receipt of HUD's authorization.

### **3. CANCEL DRGR PROGRAM INCOME RECEIPTS**

Upon Field Office approval of the NSP program income transfer to the CDBG program, the grantee must cancel DRGR program income receipts that will be receipted in IDIS as part of the transfer. If the grantee has DRGR program income receipts that must be cancelled from DRGR as a result of the approved transfer of NSP program income to IDIS, please complete the following steps:

- A. **Determine the Amount of Program Income Receipts that must be Cancelled in DRGR.** The amount that will need to be cancelled in DRGR will depend on: (1) the amount approved by HUD for transfer, (2) the amount of program income not yet receipted into DRGR, if any, and (3) the program income Balances in DRGR. Any program income not yet receipted into DRGR will be applied to the amount approved for transfer first, then the remaining amounts needed to meet the transfer amount will be cancelled from the program income balances in DRGR.

Note that this guidance applies generally, and it is important to review step B below regarding program income accounts when determining amounts that will be cancelled. See below for some examples that show how a grantee would determine the amounts that need to be cancelled in DRGR.

#### Example NSP Program Income Approved for Transfer to IDIS

	Example A	Example B	Example C	Example D
Total Program Income Approved for Transfer	\$100	\$100	\$100	\$100
NSP Program Income not receipted in DRGR	\$100	\$0	\$50	\$70
DRGR Program Income receipts that must be cancelled	\$0	\$100	\$50	\$30
DRGR Program Income receipts	\$400	\$400	\$400	\$400
DRGR Program Income drawdowns	\$400	\$300	\$350	\$350
DRGR Program Income balance	\$0	\$100	\$50	\$50
DRGR Program Income balance after transfer to IDIS	\$0	\$0	\$0	\$20

There are a range of scenarios that may occur as a result of transferring NSP program income to the CDBG program. The four examples in the table above illustrate the most common occurrences. For all examples the approved amount for transfer is \$100.

- **Example A:** the grantee has drawn all program income that was receipted in DRGR and has \$100 NSP program income that has not been receipted in DRGR. No action in DRGR is necessary. The \$100 that was not yet receipted in DRGR will be receipted directly into IDIS. (Proceed to Section II IDIS Procedures).
- **Example B:** the grantee has a balance of \$100 NSP program income in DRGR. The grantee must cancel this program income in DRGR in order to transfer it to IDIS. (Complete Number 3 in Section I DRGR Procedures and Section II IDIS Procedures).
- **Example C:** the grantee has a balance of \$50 NSP program income in DRGR and \$50 of NSP program income that has not yet been receipted into DRGR. The grantee must cancel the \$50 of NSP program income in DRGR in order to transfer the NSP program income to IDIS (Complete Number 3 in Section I DRGR Procedures and Section II IDIS Procedures). The remaining \$50 NSP program income that has not been receipted in DRGR must be receipted directly in IDIS as described in Section II IDIS Procedures.
- **Example D:** the grantee has a balance of \$50 NSP program income in DRGR and \$70 NSP program income that has not been receipted in DRGR. The \$70 NSP program

income that has not been receipted in DRGR must be receipted directly in IDIS (Proceed to Section II IDIS Procedures). The grantee must cancel \$30 NSP program income from DRGR in order to complete the full \$100 transfer to IDIS (Complete Number 3 in Section I DRGR Procedures and proceed to Section II IDIS Procedures). This will leave the grantee with \$20 NSP program income remaining in DRGR.

**B. Check Program Income Account Balances to Establish Which Accounts Have Balances that will Be Cancelled** *\*Only applicable to grantees with Program Income Accounts\**

A key consideration is whether or not a grantee has created any DRGR program income accounts or Revolving Loan Fund (RLF) program income accounts. By default, every grantee has a GENERAL ACCOUNT where all DRGR activities are assigned. Grantees may have elected to create one or more program income Account(s) to move one or more activities from the GENERAL ACCOUNT into a separate Program Income Account.

If a grantee does NOT have Program Income Accounts or RLF Program Income Accounts outside of the General Account, then they will only need to consider the GENERAL ACCOUNT.

Using MicroStrategy Report **Fin Rept 05d: Program Income Account Summary**, determine the program income balance available in the GENERAL ACCOUNT and any program income accounts. The last column of the report will show each program income balance, which indicates the maximum amount of receipts that can be cancelled per Program Income Account.

**Example Fin Rept05d: Check balances for GENERAL ACCOUNT and Program Income Accounts**

PI Account	Metrics	Activity Budgets	Activity Obligations	PI Received	PI Disbursed	PI Balance
GENERAL ACCOUNT		\$8,375,154.26	\$8,375,153.26	\$1,503,341.08	\$1,092,406.35	\$410,934.73
HENDERSON		\$933,171.55	\$933,171.51	\$226,779.12	\$130,399.92	\$96,379.20
CITY OF		\$10,291,815.54	\$10,291,815.54	\$4,898,139.97	\$4,251,555.47	\$646,584.50

**C. Determine which Program Income Receipts should be Cancelled**

Remember, program income receipts and drawdowns are created at the activity level. DRGR will not allow program income drawdowns to exceed the cumulative sum of program income receipts in the GENERAL ACCOUNT and each Program Income Account. Therefore, one or more program income receipts can be cancelled for any number of activities so long as the cumulative sum of program income receipts that are cancelled does not result in a program income balance below the program income drawn amount.

For most grantees without Program Income Accounts, this process should be relatively simple. Using MicroStrategy Report **Fin Rept 05e: Program Income Receipt Report**,

identify a sufficient number of receipts that sum to the amount of program income that must be cancelled in DRGR to match the amount approved for transfer to IDIS. If there are questions regarding which program income receipts to cancel, grantees should consult with their CPD Representative. In most cases, the most recently entered program income receipts should be cancelled.

### Example Fin Rept05e: Identify Program Income Receipts to Cancel

Activity Number	Receipt Number	Receipt Date	Receipt Amount
<u>441049-Acquisition</u>	441049-11022012	11/5/2012	\$15,000.00
<u>441058-Demolition</u>	441058-04042012	12/9/2011	\$2,038.00
	441058-04052012	3/2/2012	\$1,538.00
<u>441044-FRANKLIN CTY MORPC</u>	44104409032014	9/3/2014	\$382,963.14
<u>441054-CHP-1066 E LONG</u>	44105411112015	11/11/2015	\$74,862.45
<u>441043-HOTH-4919 FOX RIDGE</u>	44104312092015a	12/9/2015	\$19,219.19
<u>441052-WEINLAND PARK 50% AMI RENTAL</u>	44105201052016	1/5/2016	\$50,946.00
<u>441053-CAMPUS PARTNERS</u>	441053-08032012	8/3/2012	\$65,442.33
	441053-02062013	2/6/2013	\$81,114.58
	44105308022013	8/2/2013	\$50,086.31
	44105301082014	1/8/2014	\$29,489.99
	44105302042014	2/4/2014	\$37,893.27
	44150306052014	6/5/2014	\$73,821.65
	441053061320147	6/13/2014	\$5,126.00
	44105307072014	7/7/2014	\$14,999.99
	44105308052014	8/5/2014	\$75,098.26
	44105309032014	9/3/2014	\$46,632.12
	44105310062014	10/6/2014	\$26,794.19
	44105312022014	12/2/2014	\$3,533.71
	44105310052015	10/5/2015	\$14,999.00
<u>441054-CHP-266 N 21ST</u>	441054-03052013a	3/5/2013	\$75,970.94
<u>441054-CHP-259 N 21ST</u>	441054-03052013b	3/5/2013	\$37,072.37
<u>441043-HOTH-5436 WESTGROVE</u>	44104312092015b	12/9/2015	\$49,146.89
<u>441043-HOTH-585 FOX RIDGE</u>	441043-03052013	3/5/2013	\$69,273.82
	441043-09052012	9/5/2012	\$37,864.81
	441043-01032013	1/3/2013	\$99,080.39

Grantees with Program Income Accounts must pay careful attention to which activities belong to which Program Income Accounts when selecting program income receipts to cancel. Grantees can determine which activities are in a program income Account by: Logging into DRGR > Click on the DRAWDOWN TAB > Click of Search/View Program Income Account > click 'View' next to the Program Income Account name, and the following screen will load:

## Example DRGR Screenshot of DRGR Activities in a Program Income Account

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Community Development Systems  
Disaster Recovery Grant Reporting System (DRGR)

Admin | Action Plans | Drawdown | OPR | Reports | Grantee | Grants

**Program Income Account**

View Program Income Account [Help?](#)

Program Income Account Name: ARGENTA PI ACCOUNT

Activity Type	Responsible Organization	Grantee Activity Number
Acquisition - general	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-ACQ-NEW(RECON)
Acquisition - general	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-ACQ-REH
Acquisition - general	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-ACQ-SET
Administration	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-ADM
Clearance and Demolition	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-DEM-DISP
Rehabilitation/reconstruction of residential structures	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-NEW(RECON)
Rehabilitation/reconstruction of residential structures	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-REH
Rehabilitation/reconstruction of residential structures	ARGENTA COMMUNITY DEVELOPMENT CORPORATION	ARG-REH-SET

[Return to Previous Screen](#)

### D. Cancel Program Income Receipts

Once a grantee has determined which DRGR program income receipts to cancel, the next step is to cancel each program income receipt. Grantees can edit receipts by:

- Logging into DRGR > Click on the DRAWDOWN TAB > Click of Search/View Program Income Receipts > click 'Edit' next to the Program Income Receipt, and the following screen will load:

### Example DRGR Edit Program Income Receipt Screen

**Receipt**

Edit Receipt [Help?](#)

Receipt Created For:

Grant Number:

\*Grantee Receipt #: 112-4456-3332

\*Amount: \$ 11,118.27 (ex: 999,999.99)

Comment:  
Sold 452 Hill Street.  
8/1/2016: transferred PI to IDIS.

\*Receipt Status: Cancelled

Receipt Created By:

\*Activity: 1800300001 08-353001 0901

\*Receipt Date: 12/02/2011 [Select Date](#) (ex: mm/dd/yyyy)

Total Receipt Amount: \$11,188.27

[Save Receipt](#) | [Cancel](#)



- Once the Edit Program Income Receipt screen loads, enter a note with the date indicating the program income receipt was transferred to IDIS, change the Receipt Status to “Cancelled” and Click SAVE. Repeat the process until all program income receipts have been cancelled.
- In the likely event that a program income receipt will need to be modified in order to transfer the exact amount approved to IDIS, follow the same steps outlined above. Once the edit program income receipt screen loads, reduce the program income receipt amount by the amount necessary and enter a comment in the comment box describing the original program income amount and the reason for the reduction (to transfer program income to IDIS).

After all receipts are canceled, the next step is to receipt funds into IDIS (See SECTION II – IDIS Procedures). However, the following consideration should be made:

- **Budgets:** If a grantee budgeted NSP program income in DRGR that has been transferred to IDIS, the grantee may need to reduce the Estimated Program Income at the Action Plan level, and Project and Activity level budgets. Always begin reducing budgets at the activity level and work towards the Action Plan level to avoid error messages. Refer to the DRGR User Manual Section 4: Action Plan Module for additional information, which can be found at: <https://www.hudexchange.info/programs/drgr/guides/>
- **MicroStrategy Reports:** MicroStrategy reports update overnight, so changes made today will not be reflected in MicroStrategy until tomorrow.

## SECTION II. Integrated Disbursement Information (IDIS) System Procedures

This section provides guidance on receipting NSP program income to the IDIS system. Note: grantees must be aware that once program income has been receipted to the IDIS system, it can only be used for CDBG eligible activities. CDBG program income must be used before grant funds are drawn from the CDBG Line of Credit.

### 1. ACCESSING THE RECEIPT FUNCTIONS

Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:

The screenshot shows the IDIS system interface. At the top, there are tabs: Plans/Projects/Activities, Funding/Drawdown (selected), Grant, Grantee/PJ, and Admin. Below the tabs, a message states: "You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page." The main content area is titled "Activity Funding" and "Search for Activities to Fund". It contains search criteria fields: Program (All), IDIS Project ID, Activity Name, IDIS Activity ID, Activity Status (Select), Program Year (All), Grantee/PJ Activity ID, and \*Activity Owner (UTICA, NY). There are Search and Reset buttons. On the left sidebar, a blue bracket highlights the "Receipt" menu item, which includes links for Add, Search, and Search Accounts.

Each receipt function—Add, Search, and Search Accounts—is discussed on the next page.

### 2. ADD RECEIPTS

Click the Receipt Add link on any Funding/Drawdown screen to display the Add Receipt menu:

The screenshot shows the IDIS system interface with the "Receipt" menu selected. The main content area is titled "Add Receipt" and "Select Receipt Type". It lists four options: Formula Grant Receipt, Competitive Grant Receipt, Receipt from Subgrant (Retained Income), and Receipt from Section 108 Loan. The left sidebar shows the "Receipt" menu item, which includes links for Add, Search, and Search Accounts.

Choose:

- The first option, “Formula Grant Receipt,” to receipt program income, income from revolving loans, and grant funds that have been returned to your local account.

### 3. ADD FORMULA GRANT RECEIPT SCREEN

Selecting the Formula Grant Receipt option on the Add Receipt menu displays this screen for adding Program Income (PROGRAM INCOME) and Revolving Loan (RL) receipts:

**Receipt**  
Add Receipt

Save | Reset | Return to Add Receipt Menu

\*Indicates Required Field  
**Receipt Created For:** UTICA  
**Receipt Status:** Original

**Formula Receipt**

\***Program:** Select Program  
**Program Year of Receipt:** 2015  
**Source Type:** Select Source  
**Fund Type:** Select  
**IDIS Activity ID:** Show Activity Funds  
Add Activity

**Receipt Type:** Select Type  
**Description:**  
**Grantee Receipt #:**  
**Total Amount:** \$ 0.00

**Comments:**

Save | Reset

### Receipting Program Income and RL

Field	Description
Receipt Created For	A read-only field, and always the CDBG grantee.
Receipt Status	This read-only field is always <b>Original</b> on the add screen.
Program	Select <b>CDBG</b> .
Program Year of Receipt	Defaults to your current program year. It may be changed to your prior program year provided the receipt is created within the first 90 days of the current program year.  The PROGRAM INCOME/RL will be associated with the CDBG grant having the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT input here.

Source Type	Select the source type of your CDBG grant for the PROGRAM YEAR OF RECEIPT you input above. For CDBG entitlements, it will be either <b>MC</b> or <b>UC</b> . For States, it will be <b>DC</b> or <b>DH</b> .
Fund Type	Select <b>PROGRAM INCOME</b> or <b>RL</b> , as appropriate.
Receipt Type	N/A to CDBG receipts.
Description	N/A to CDBG receipts.
Grantee Receipt #	Optional.
Total Amount	Enter the amount, in dollars and cents, to be receipted. If you enter a whole-dollar amount, IDIS appends the “.00”.
IDIS Activity ID	Input activity #2 as the activity ID that generated the funds.
[Show Activity] and	These buttons are deactivated for program income and RL receipts.
Comments	Input NSP grant number(s) and activity number(s) as the source of program income or RL.

Click the [Save] button to create the receipt or the [Reset] button to refresh the screen.

When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen. The grant number is the same as your CDBG grant for the PROGRAM YEAR OF RECEIPT you entered above.

#### 4. EDIT/VIEW RECEIPTS

To edit or view a receipt, you must first conduct a search to retrieve it. Click the Receipt Search link on any Funding/Drawdown screen to access the Search Receipts screen.

#### SEARCH RECEIPTS SCREEN

Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:

User: C00063  
Role: Grantee  
Organization: UTICA  
- Switch Profile  
- Logout

Activity Funding  
- Search

Drawdown  
- Create Voucher  
- Search Voucher  
- Approve Voucher

Receipt  
- Add  
- Search  
- Search Accounts

Section 108 Loan  
- Search

Plans/Projects/Activities | Funding/Drawdown | Grant | Grantee/PJ | Admin | Reports

You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.

Receipt

Search Receipts

Search Criteria

Program: All | Program Year of Receipt: | Fund Type: All | Associated Grant #: |

Receipt Number: | Amount: | Date Created: (mm/dd/yyyy) | IDIS Activity ID: |

Receipt Status: All | Receipt Created For: | State/Territory: NY |

Search | Reset

Field	Description
Program	Select <b>CDBG</b> .
Receipt Number	Enter a receipt number to limit the search results to one receipt. Searches on partial receipt numbers are not allowed.
Receipt Status	Choose one if you want to limit the search results by status:  <b>Original</b> – receipts that have never been updated. <b>Modified</b> – receipts that have been updated. <b>Canceled</b> – receipts that have been canceled.
Program Year of Receipt	To limit the results to a specific program year, enter it here.
Amount	To get any results returned, an exact amount must be input (you can, however, omit the '.00' for a whole-dollar amount).
Receipt Created For	N/A to CDBG—leave blank.
Fund Type	To limit the results to Program Income or RL, choose it from the dropdown. The CDBG entitlement fund types are:  <b>LA</b> Grant Specific Repayment to Local Account <b>Program Income</b> Program Income <b>RL</b> Revolving Loan
Date Created	Only receipts created on or after the date input here will be retrieved.
State/Territory	This field is grayed out for grantee users.
Associated Grant #	Limit the results to receipts with the grant that starts with the text string you input here.
IDIS Activity ID	Limit the results to one activity by entering its IDIS Activity ID.

Click the [Search] button to run the search and display the receipts that meet the criteria you specified:

**Receipt**

Search Receipts

Search Criteria

Program:  Program Year of Receipt:  Fund Type:  Associated Grant #:

Receipt Number:  Amount:  Date Created:  IDIS Activity ID:

Receipt Status:  Receipt Created For:  State/Territory:

Results Page 1 of 1

Program	Program Year of Receipt	Fund Type	Receipt Number	Associated Grant #	IDIS Activity ID	From Organization	Receipt Created For	State	Amount	Date Created	Receipt Status	Action
CDBG	2015	LA	5168797	B-12-MC-36-0110	1418	HUD	UTICA	NY	\$5,908.75	08/15/2015	Original	Edit   View
CDBG	2015	LA	5168796	B-13-MC-36-0110	1418	HUD	UTICA	NY	\$4,064.50	08/15/2015	Original	Edit   View
CDBG	2015	LA	5168736	B-13-MC-36-0110	1415	HUD	UTICA	NY	\$4,000.00	08/08/2015	Modified	Edit   View
CDBG	2015	PI	5166998	B-15-MC-36-0110	1445	HUD	UTICA	NY	\$2,271.41	06/16/2015	Original	Edit   View
CDBG	2015	RL	5166994	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$14,198.66	06/16/2015	Original	Edit   View
CDBG	2015	PI	5164124	B-15-MC-36-0110	1434	HUD	UTICA	NY	\$19,966.62	05/08/2015	Original	Edit   View
CDBG	2015	PI	5164123	B-15-MC-36-0110	1213	HUD	UTICA	NY	\$2,271.41	05/08/2015	Original	Edit   View

On initial display, the results are sorted by RECEIPT NUMBER (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Select the receipt you want to process by clicking its Edit or View link in the last column (only the View link will be available for cancelled receipts and for users who are not authorized to edit receipts).

Depending on which link you click, the Edit Receipt or View Receipt screen will be displayed. Only the Edit Receipt screen is shown here

## 5. EDIT RECEIPT SCREEN

Five fields can be updated on this screen: RECEIPT STATUS, AMOUNT, IDIS ACTIVITY ID, GRANTEE RECEIPT NUMBER, and COMMENTS. A list of activities funded with CDBG PROGRAM INCOME/RL can also be accessed.

**Receipt**

Edit Receipt

|  |

\*Indicates Required Field

Receipt Created For:  Receipt Status:

Receipt Number:  Associated Grant #:

Receipt Program:  Receipt Type:

Program Year of Receipt:  Description:

Source Type:  IDIS Activity ID:

Fund Type:  Matrix Code:

\*Amount:  Grantee Receipt Number:

Comments:

|  |

Field	Description
Receipt Created For	For CDBG, always the grantee.
Receipt Status	To cancel a receipt, change the RECEIPT STATUS from <b>Modified</b> to <b>Canceled</b> and click the [Save] button.  The receipt can be canceled only if there will still be sufficient funds to cover the amount of PROGRAM INCOME/RL that has been committed to activities and used to increase the AD subfund.
Receipt Number	The-generated receipt ID.
Associated Grant # (PROGRAM INCOME and RL)	For PROGRAM INCOME and RL, the CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT.
Program <i>through</i> Fund Type	Same as the Add Receipt screen but not editable.

Field	Description
Amount	Enter the new amount in dollars and cents.  The AMOUNT can be reduced only if there will still be sufficient funds to cover PROGRAM INCOME/RL that has been (1) committed to activities and (2) used to increase the AD subfund.
Receipt Type <i>and</i> Description	N/A to CDBG receipts.
IDIS Activity ID	Same as the Add Receipt screen.
Matrix Code	System-populated with the matrix code assigned to IDIS ACTIVITY ID.
Grantee Receipt #	Same as the Add Receipt screen, and editable.
Comments	Same as the Add Receipt screen, and editable.

The screen that is displayed when the [View Activities] button is clicked is described on the next page.

Click the [Save] button to save your changes and return to the Search Receipts screen. If no updates are made, you must click the [Return to Search Receipts] button.

## 6. VIEW RECEIPT ACCOUNTS

To view summary information about receipt accounts, click the Receipt [Search Accounts](#) link on any Funding/Drawdown screen to display the View Receipt Accounts screen:

User: C00063  
Role: Grantee  
Organization: UTICA  
- Switch Profile  
- Logout

Activity Funding  
- Search

Drawdown  
- Create Voucher  
- Search Voucher  
- Approve Voucher

Receipt  
- Add  
- Search  
- Search Accounts

Section 108 Loan  
- Search

Plans/Projects/Activities | **Funding/Drawdown** | Grant | Grantee/PJ | Admin

You have 8 CDBG and 10 HOME activities that have been flagged. Click on the number to go to the review page.

**Receipt**

View Receipt Accounts

**Search Criteria**

Program:  Grant Year / Program Year of Receipt: (tip)  Fund Type:

Receipt Created For:  State/Territory:  Associated Grant #:

|

Enter as many or few of the following search criteria as you wish to retrieve the accounts to be viewed.

Field	Description
Program	To limit the results to a particular program, select it from the dropdown.
Receipt Created For	For CDBG, leave blank.
Grant Year/Program Year of Receipt	For PROGRAM INCOME and RL: To limit the results to accounts receipted in a particular program year, enter it here.
Fund Type	To limit the results to a particular fund type, select it from the dropdown.
Associated Grant #	Limit the results to accounts associated with the grant that starts with the text string you input here.

Click the [Search] button to display the results:



Receipt

View Receipt Accounts

Search Criteria

Program:  
All

Grant Year / Program Year of Receipt: (tip)  
All

Fund Type:  
All

Receipt Created For 1:  
NY

State/Territory:  
NY

Associated Grant #:

Search

 | 

Reset

Results Page 1 of 6

Program	Source Type	Grant Year / Program Year of Receipt (tip)	Fund Type	Associated Grant #	From Organization	Receipt Created For	State	Amount	Sub Allocated	Committed
CDBG	MC	2015	RL	B-15-MC-36-0110	HUD	UTICA	NY	\$14,198.66	\$0.00	
CDBG	MC	2015	PI	B-15-MC-36-0110	HUD	UTICA	NY	\$24,509.44	\$0.00	
CDBG	MC	2014	PI	B-14-MC-36-0110	HUD	UTICA	NY	\$174,873.66	\$0.00	
CDBG	MC	2014	RL	B-14-MC-36-0110	HUD	UTICA	NY	\$76,805.70	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2014	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$6,814.23	\$0.00	
CDBG/ 108 Loan /B-94-MC-36-0110	MC	2013	SI	B-94-MC-36-0110	HUD	UTICA	NY	\$28,404.68	\$0.00	
CDBG	MC	2013	LA	B-13-MC-36-0110	HUD	UTICA	NY	\$8,064.50	\$0.00	
CDBG	MC	2012	RL	B-12-MC-36-0110	HUD	UTICA	NY	\$270,211.44	\$0.00	
CDBG	MC	2012	PI	B-12-MC-36-0110	HUD	UTICA	NY	\$26,170.23	\$0.00	
CDBG	MC	2012	LA	B-12-MC-36-0110	HUD	UTICA	NY	\$3,908.75	\$0.00	

123456Next 10 Results

Screen print is truncated

The results are initially sorted by Program, Source Type, and Program Year (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

Field	Description
Program	The CPD program for which the PROGRAM INCOME/RL was receipted.
Source Type	For CDBG accounts, the fourth and fifth characters of your CDBG grant for the year shown in PROGRAM YEAR— <b>MC, UC, DH, or DC</b> .
Grant Year/Program Year of Receipt	For Program Income and RL: The program year for which the Program Income/RL was receipted.
Fund Type	For CDBG: <b>Program Income</b> Program Income. <b>RL</b> Revolving Loan
Associated Grant #	For Program Income and RL: The CDBG grant with the same GRANT YEAR as the PROGRAM YEAR OF RECEIPT.
From Organization	For CDBG, always <b>HUD</b> .
Receipt Created For	For CDBG, always the grantee.
State	The grantee's state.
Amount	The sum of all amounts receipted for this account.
Sub Allocated	The amount of this account that has been subfunded or subgranted.
Committed to Activities	The sum of all funds committed to activities from this account.
Drawdown Amount	The sum of all funds drawn from this account that have been processed to completion.
Pending Amount	The sum of all pending draws against this account.